



## RECORDS RETENTION AND DISPOSITION SCHEDULE

### Administration, Department of. Access Control Office (Operations).

Agency: Access Control Office (Operations)		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2007-129	<b>CREDENTIAL AND ACCESS REQUEST, SF 52044</b> The request is completed and all active employees, contractors, and interns receive the photo identification card receiving access to parking garages and after hours building access. When a person leaves state government employment, the card and form is inactive. Retention consistent with GRPER-5 on the General Retention Schedule.	TRANSFER to the RECORDS CENTER after notification the employee has left state government. DESTROY after an additional one (1) year in the RECORDS CENTER. TOTAL RETENTION: one (1) year after the employee has left state government.
2	2007-130	<b>CREDENTIALS AND ACCESS-INDIANA GENERAL ASSEMBLY</b> These are issued to members of the General Assembly, their staff and employees of the legislative branch. Retention consistent with GRPER-5 on the General Retention Schedule.	DESTROY one (1) year after the employee has left employment with the legislative branch.